

FRESNO, CALIFORNIA

CLASS SPECIFICATION

PROGRAMMER ANALYST

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Programmer Analyst is the second level in a three level Information Technology Programmer Analyst series. Incumbents are responsible for performing professional project management activities requiring collaboration with internal departments to determine adaptability of work systems to computerized data processing in the areas of business systems, geographic information systems (GIS), and/or Internet/Intranet systems, and making recommendations for business process re-engineering or the development and implementation of computer programs. Incumbents are also responsible for researching, analyzing, designing, developing, implementing, training, supporting, and maintaining applicable systems and processes.

The Programmer Analyst is distinguished from the Associate Programmer Analyst by its responsibility for performing professional level project management and coordination activities associated with process engineering, systems integration, resource requirements determination, and technical documentation. The Programmer Analyst is distinguished from the Senior Programmer Analyst, which is responsible for developing complex, enterprise-wide and/or politically sensitive applications and systems.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Designs, codes, tests, and implements computer programs, databases, and/or other automated applications for medium to large-scale projects based on input from users and/or applicable specifications.	Daily 20%
2.	Manages system and application development projects in assigned area of responsibility, which includes: developing and maintaining project plans and schedules for the development and maintenance of information technology projects; identifying software and hardware requirements; conducting impact analyses; developing training and implementing considerations; and/or, performing other related activities.	Daily 15%
3.	Designs and implements modifications, enhancements, and upgrades to existing programs.	Daily 10%
4.	Provides technical support to end-users related to hardware and/or software issues, diagnosing problems and identifying solutions to resolve problems.	Daily 10%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
5.	Interviews users to determine operational requirements and translates needs into computer application designs; analyzes departmental procedures and/or problem areas with users; conducts feasibility studies to determine suitability for computer application development and/or modification.	Weekly 15%
6.	Develops client interfaces for GIS, Internet, and business systems applications in various programming languages.	Weekly 5%
7.	Develops and facilitates training for end users.	Weekly 5%
8.	Documents application programs at the system, application, and user levels.	Weekly 5%
9.	Evaluates hardware and software; recommends and justifies purchase suggestions; works with vendors on the installation, operation, and maintenance of medium to large-scale hardware and software products running on various computer systems.	Weekly 5%
10.	Performs special studies for applicable departments utilizing <u>applicable analytical tools</u> .	Occasion- ally 5%
11.	Assists in developing departmental technical standards.	Occasion- ally 5%
12.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Information Technology, GIS, or Computer Science and three years of related information technology experience are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Computer programming principles, practices and techniques;
- Systems analysis and design principles, methods and practices;
- Data security principles and practices;
- Applicable programming languages;
- Database design, development, modeling, normalization and retrieval principles and practices;
- Project management principles and practices;
- Software development algorithms and data structures;
- Database design, development, modeling, normalization and retrieval principles and practices;
- Principles, policies, practices and operations in assigned area of responsibility;
- Business methods and procedures;
- Feasibility study practices and methods.

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Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Analyzing business methods and procedures
- Developing and modifying computer programs
- Preparing technical documentation
- Manipulating, converting, and editing data
- Analyzing and designing automated computerized systems
- Analyzing business processes and making recommendations in support of operational efficiencies
- Analyzing and designing databases
- Integrating third party software with existing systems
- Analyzing, modifying, and creating efficient data processes
- Analyzing human and data work flow procedures
- Communicating technical information to a non-technical audience
- Managing projects
- Identifying business requirements, finding and evaluating alternative, presenting solutions, making recommendations, and following through to completion
- Designing, coding, testing, and implementing technological programming solutions
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007